

STAFF DEVELOPMENT DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS:

This position is responsible for the coordination of the training and educational activities in the Dutchess County Department of Social Services. The work involves acting as a liaison and arranging for orientations, in-service training and other types of staff development programs. Work is performed under the general direction of the Commissioner of Social Services. Technical consultation and assistance in carrying out program objectives may be provided by the State Department of Social Services.

TYPICAL WORK ACTIVITIES:

1. Coordinates and arranges all of the various matters relating to training and educational programs;
2. Conducts studies and gathers input to identify the training and staff development needs of the agency;
3. Coordinates and assists in the planning and development of training and staff development programs to meet these needs;
4. Conducts the orientation program for the agency;
5. Prepares and submits a staff development training plan for the agency;
6. Makes arrangements for the physical facilities and equipment needed for training sessions;
7. Maintains a library of reference materials relating to staff development such as films, audio-visual materials, books, pamphlets and related material;
8. Attends a variety of conferences and seminars on training needs and other staff development topics;
9. May conduct portions of formalized training programs;
10. May maintain records and aid in the processing of tuition reimbursement requests for agency staff;
11. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles, procedures and practices involved in conducting a staff development program; working knowledge of the principles and practices of social and financial case management; working knowledge of Federal, State and local laws pertaining to social service programs; ability to research and identify problems and training needs of an agency; ability to develop curriculum and lesson plans; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective working relationships with others; good judgement; resourcefulness; initiative; tact; physical condition commensurate with the demands of the position.

STAFF DEVELOPMENT DIRECTOR (Cont'd)

MINIMUM QUALIFICATIONS:

- EITHER: (A) Graduation from a regionally accredited or New York State recognized college or university with a Master's degree in Social Work;
- OR: (B) Graduation from a regionally accredited or New York State recognized college or university with a Bachelor's degree and two years of full-time, paid work experience in:
- 1) social work in an agency adhering to acceptable standards; or
 - 2) the planning, developing and supervision of an in-service training program; or
 - 3) teaching in an accredited public or private elementary or secondary school;
- OR: (C) An equivalent combination of the training and experience as indicated in (A) and (B) above.

PROMOTION:

One year of permanently competitive class status as a Social Welfare Specialist, Case Manager II, Welfare Management Systems Program Assistant or two years of permanent competitive class status as a Case Manager I, Resource Consultant, or Social Welfare Worker II.

HU5307

ADOPTED: 01/22/75

REVISED: 06/29/82

 07/24/84

 09/18/90

 07/01/91

 07/03/99